



May 28, 2026 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chair, Brent Leininger at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, Brent Leininger, Rick Shaffer, Tim Stoll, and Kevin Collins. No members were absent. Also present from BHSJ: Rebecca Burns, Theresa Fisher, Karen Luparello, Heidi Hazel, Laura Sutter, Joe Frazier, and Kris Dewey.

Mr. Hoffmaster moved to approve the agenda with support from Mr. Collins. The motion passed.

Mr. Shaffer moved to approve the minutes from the April 23, 2026 meeting with support from Mr. Stoll. The motion passed.

Public Comment: No public comment was given.

Rebecca Burns reviewed the monthly Health Officer's Report with the following items included: Website Redesign, Community Health Improvement/Strategic Plan, Agency Budget Amendment, AAA Action Items, Staffing Update, Annual Report Distribution, Coldwater Office, Hillsdale Office, Sturgis Office, and Three Rivers Office.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Ebola Virus".

Departmental Reports:

- Area Agency on Aging
- Personal Health & Disease Prevention
- Health Education & Promotion
- Environmental Health

Financial Reports/Expenditures

- Mr. Hoffmaster moved to approve the expenditures for April with support from Mr. Collins. The motion passed.
- Mr. Shaffer moved to place the financials for April on file with support from Mr. Stoll. The motion passed.

Committee Reports:

- Finance Committee – Mr. Houtz moved to approve the minutes from the May 18, 2026 Finance Committee meeting, with support from Mr. Collins. The motion passed.
- Program, Policy, & Appeals Committee – Mr. Hoffmaster moved to approve the minutes from the May 20, 2026 Program, Policy, and Appeals Committee meeting, with support from Mr. Houtz. The motion passed.

New Business:

- Mr. Stoll moved to accept the 2027-2029 AAA Multi-Year Plan / FY 2027 Annual Implementation Plan with support from Mr. Hoffmaster. The motion passed.
- The Board of Health resources information available on the agency website was discussed but no action was taken.
- Mr. Stoll moved to approve the FY25-26 AAA Provider Amendments as presented, with support from Mr. Hoffmaster. The motion passed.
- Mr. Hoffmaster moved to approve the FY25-26 Budget Amendment #2 with support from Mr. Stoll. The motion passed.
- The Three Rivers and Hillsdale roof replacement funding sources were discussed but no action was taken.
- Mr. Hoffmaster moved to enter closed session pursuant to Section 8(h) of the Michigan Open Meetings Act, MCL 15.268(h), for the purpose of considering written legal advice and attorney-client privileged communications from legal counsel. The Health Officer, Environmental Health Director, and Environmental Health Supervisor were permitted to attend the closed session. The motion received support from Mr. Collins. A roll call vote was taken and passed 6-0 (Mr. Hoffmaster, yes; Mr. Houtz, yes; Mr. Leininger, yes; Mr. Collins, yes; Mr. Shaffer, yes; Mr. Stoll, yes).

The meeting entered closed session at 10:27 AM.

The meeting returned to open session at 11:10 AM.

- Mr. Stoll moved to approve the minutes from the closed session, as read prior to leaving the closed session, with support from Mr. Shaffer. The motion passed.

Unfinished Business:

- Mr. Stoll moved to decline the request from Ms. Schermerhorn to be compensated in the amount of \$27,267.49 for expenses related to the failed septic system located at 54018 Delong Rd. The motion received support from Mr. Collins. A roll call vote was taken and failed 3-3 (Mr. Hoffmaster, no; Mr. Houtz, no; Mr. Leininger, yes; Mr. Collins, yes; Mr. Shaffer, no; Mr. Stoll, yes).
- Mr. Hoffmaster moved to approve the agency legal counsel to discuss a compromise and potential settlement related to the failed septic system located at 54018 Delong Rd. The motion received support from Mr. Shaffer. A roll call vote was taken and failed 3-3 (Mr. Hoffmaster, yes; Mr. Houtz, yes; Mr. Leininger, no; Mr. Collins, no; Mr. Shaffer, yes; Mr. Stoll, no).

Public Comment: Public comment was given by one individual.

- Mr. Hoffmaster moved to waive the permit fees for the replacement septic system located at 54018 Delong Rd with support from Mr. Shaffer. The motion passed.

With no further business, the chair adjourned the meeting at 11:39 AM.

Respectfully Submitted by:

Theresa Fisher,
Administrative Services Director
Secretary to the Board of Health